

\*\*\*REVISED\*\*\*



**STATE OF CALIFORNIA  
CALIFORNIA TRADE AND COMMERCE AGENCY**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.

**CLASSIFICATION:** Office Assistant (General)  
(Salary Range: \$1,835 - \$2,370)

**DATE:** May 26, 2000

**LOCATION:** Executive Office

**FILING DEADLINE:** Until filled

**JOB DUTIES:** Under the direct supervision of the Administrative Assistant II within the Secretary's Office, the Office Assistant will serve as receptionist for the Agency and will perform responsible clerical duties in support of the Executive Offices. The incumbent will:

- Screen and direct all incoming telephone calls.
- Accurately take and relay messages, answer routine verbal inquiries.
- Open and prioritize all incoming mail.
- Meet and direct visitors and provide information as required.
- Display tact and professionalism in dealings with the public and/or visitors over the phone and in person.
- Other duties as required.

**MINIMUM QUALIFICATIONS:**

- Excellent oral communication skills.
- Excellent attendance.
- Ability to use tact, discretion, and mature judgment.
- Dependable and punctual.

**DESIRED QUALIFICATIONS:**

- Microsoft Office knowledgeable.
- Experience with multi-line telephone equipment.

**SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY**

Contact: Susie Gier

Phone: (916) 322-3962  
Fax: (916) 323-2887

**PLEASE SUBMIT YOUR APPLICATION TO:**

California Trade and Commerce Agency  
Office of the Secretary  
801 "K" Street, 19<sup>th</sup> Floor  
Sacramento, CA 95814  
Attention: Susie Gier  
**RPA #00-102**